



# AIM QUICK FIXES

## Entering Grades in the Montana Edition (Value Added)



This guide is intended for Montana Edition users who wish to use the Value-Added features provided by the state for entering final grades. This guide should only be used by districts who have completed the initial setup for Montana Edition Value-Added users. If you have not completed that setup, contact the OPI AIM Staff for assistance.

### SYSTEM ADMINISTRATOR/ SUPERVISING TEACHER: Opening the Grading Window

Before entering grades for a defined period, the grading window must be “opened”. It is recommended that the grading window be opened only for a short period of time – to prevent either purposeful or accidental changes after grades are finalized.

From the Index, expand **Grading & Standards**. Click **Grading Window**.

Year: 15-16 School: Eastgate School

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This tool batch edits the Active Mask for Grading Tasks and Standards. The Active Mask is what determines whether to enter any number of Calendars from a School Year.

Select School Year  
Changing the selected School Year will update the Calendar list below.  
15-16

Select Calendars  
CTRL-click and SHIFT-click for multiple  
15-16 Eastgate School

Update Active Masks « Back Next »

Grading Window Wizard

This tool batch edits the Active Mask for Grading Tasks and Standards. The Active Mask is what determines whether to enter any number of Calendars from a School Year.

Select School Year  
Changing the selected School Year will update the Calendar list below.  
15-16

Select Calendars  
CTRL-click and SHIFT-click for multiple  
15-16 Eastgate School

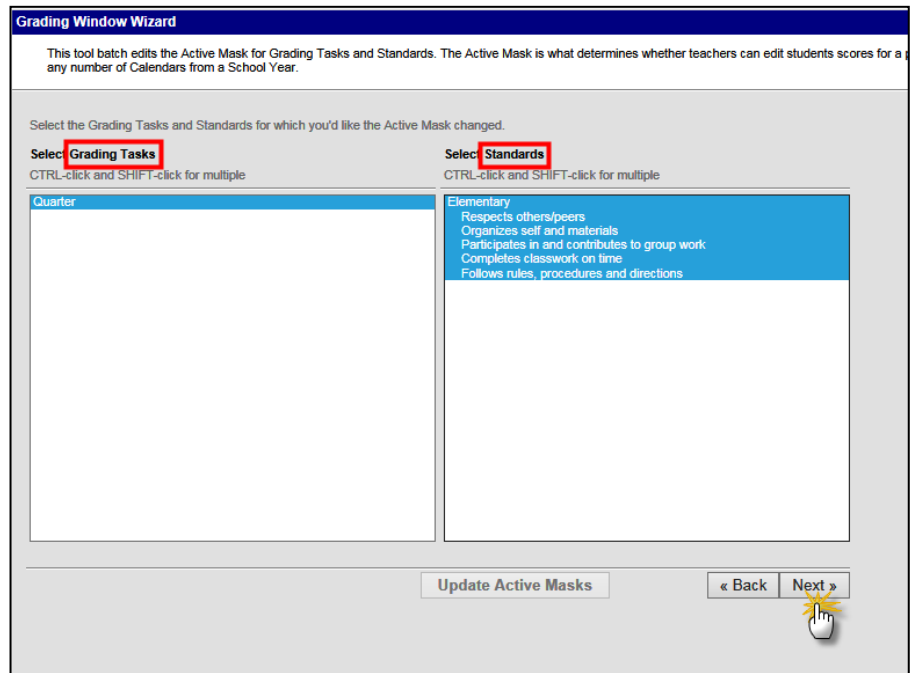
Update Active Masks « Back Next >

Select the current *School Year*. Select the *Calendar(s)* to open for grading.

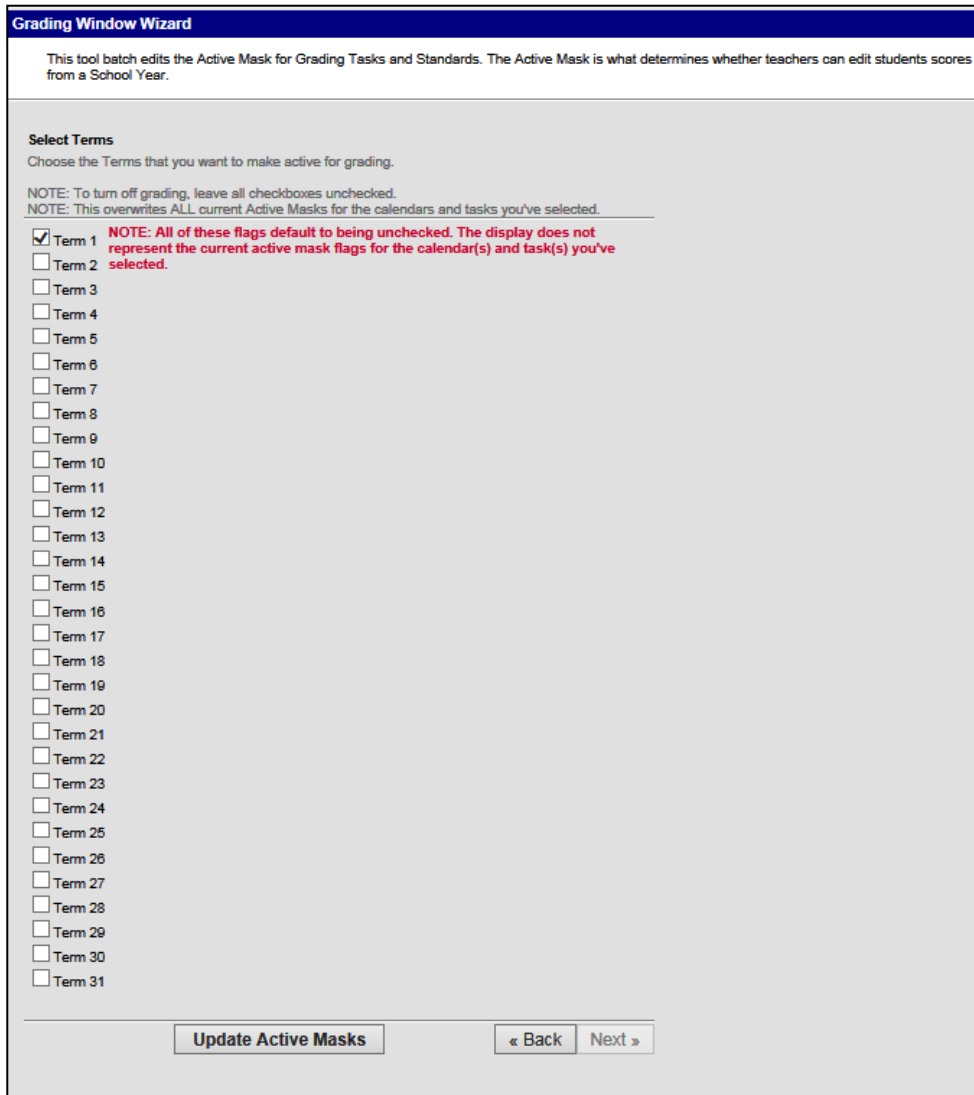
Click **Next**.

Select the *Grading Task(s)* and *Standards* to open.

Click **Next**.



The screenshot shows the 'Grading Window Wizard' interface. At the top, a blue header bar contains the title 'Grading Window Wizard'. Below it, a text box explains the tool's purpose: 'This tool batch edits the Active Mask for Grading Tasks and Standards. The Active Mask is what determines whether teachers can edit students scores for a any number of Calendars from a School Year.' The main area is divided into two columns. The left column is titled 'Select Grading Tasks' and contains a list box with 'Quarter' selected. The right column is titled 'Select Standards' and contains a list box with 'Elementary' selected, which is expanded to show a list of standards: 'Respects others/peers', 'Organizes self and materials', 'Participates in and contributes to group work', 'Completes classwork on time', and 'Follows rules, procedures and directions'. Below the list boxes are two buttons: 'Update Active Masks' and '« Back Next »'. A mouse cursor is pointing at the 'Next' button.



The screenshot shows the 'Grading Window Wizard' interface at the 'Select Terms' step. The header bar is blue with the title 'Grading Window Wizard'. Below it, a text box explains the tool's purpose: 'This tool batch edits the Active Mask for Grading Tasks and Standards. The Active Mask is what determines whether teachers can edit students scores from a School Year.' The main area is titled 'Select Terms' and contains a list of terms from 'Term 1' to 'Term 31'. 'Term 1' is selected with a checked checkbox. Below the list of terms are three buttons: 'Update Active Masks', '« Back', and 'Next »'.

Select the *Term(s)* to open.

It is only recommended to open one term at a time.

Click **Update Active Masks**.

## TEACHER: Entering Grades

From the **Index**, select **Post Grades**.

Choose the *Term*, *Section* (course) and *Task* (quarter, semester, or standard).

Enter the *Percent*, *Grade* and/or *Comments*.

Click **Save**.

Repeat for each *Section* or *Task*.

The screenshot shows the Infinite Campus Campus Instruction interface. The top navigation bar includes 'Infinite Campus', 'Campus Instruction', and 'Gene'. The left sidebar contains a 'Message Center' and a 'Post Grades' button with a star icon. The main content area displays a table for entering grades. The table has columns for 'Students', 'Percent', 'Grade', and 'Report Card Comments'. The 'Term' is set to 'Quarter 1 (07/01/15 - 09/30/15)', the 'Section' is 'Courses) 4602-1 Language Arts', and the 'Task' is 'Quarter'. The table lists students and their corresponding grades and comments. A red box highlights the 'Section' and 'Task' dropdowns. Another red box highlights the 'Percent', 'Grade', and 'Report Card Comments' columns. A third red box highlights the 'Save' button.

Students	Percent	Grade	Report Card Comments
04 Affleck, Violet	95.00	A	Excellent student, a joy to have in class
05 Beckham, Cruz	85.00	B	
06 Duggar, Jackson	75.00	C	
04 Duggar, Johannah	65.00	D	
06 Jolie-Pitt, Pax	90.00	A	
04 Jolie-Pitt, Shiloh	52.00	F	Has potential, needs to focus
05 Jolie-Pitt, Zahara	79.00	C	

The screenshot shows the Grading Window Wizard interface. The top navigation bar includes 'Year' (15-16) and 'School' (Eastgate School). The left sidebar contains a 'Grading & Standards' section with a 'Grading Window' button. The main content area displays the 'Grading Window Wizard' with a 'Select School Year' section and a 'Select Calendars' section. The 'Select School Year' section shows '15-16' selected. The 'Select Calendars' section shows '15-16 Eastgate School' selected. A red box highlights the 'Grading Window' button. Another red box highlights the 'Update Active Masks' button.

This tool batch edits the Active Mask for Grading Tasks and Standards. The Active Mask is what determines any number of Calendars from a School Year.

**Select School Year**  
Changing the selected School Year will update the Calendar list below.

15-16

**Select Calendars**  
CTRL-click and SHIFT-click for multiple

15-16 Eastgate School

Update Active Masks

« Back Next »

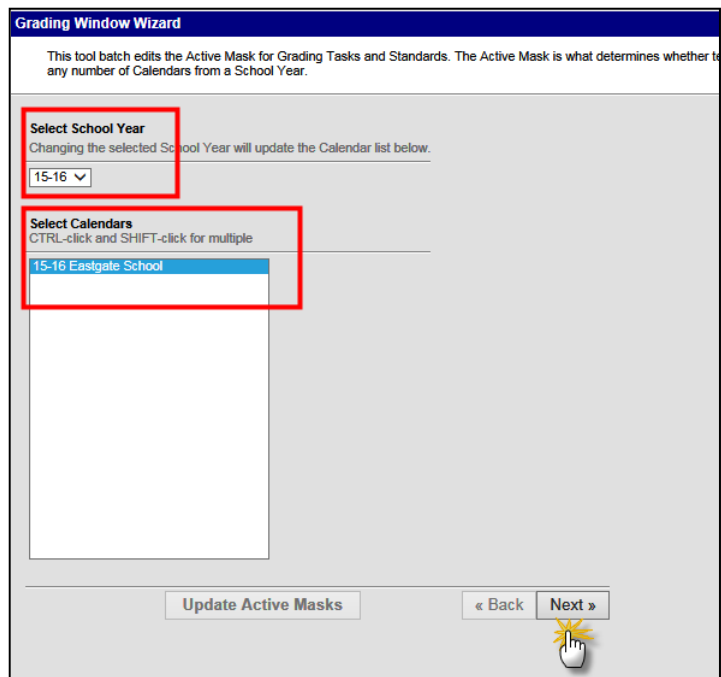
## SYSTEM ADMINISTRATOR/ SUPERVISING TEACHER: Closing the Grading Window

Once all grades have been entered for a defined period, the grading window must be “closed”.

From the Index, expand **Grading & Standards**. Click **Grading Window**.

Select the current *School Year*. Select the *Calendar(s)* to open for grading.

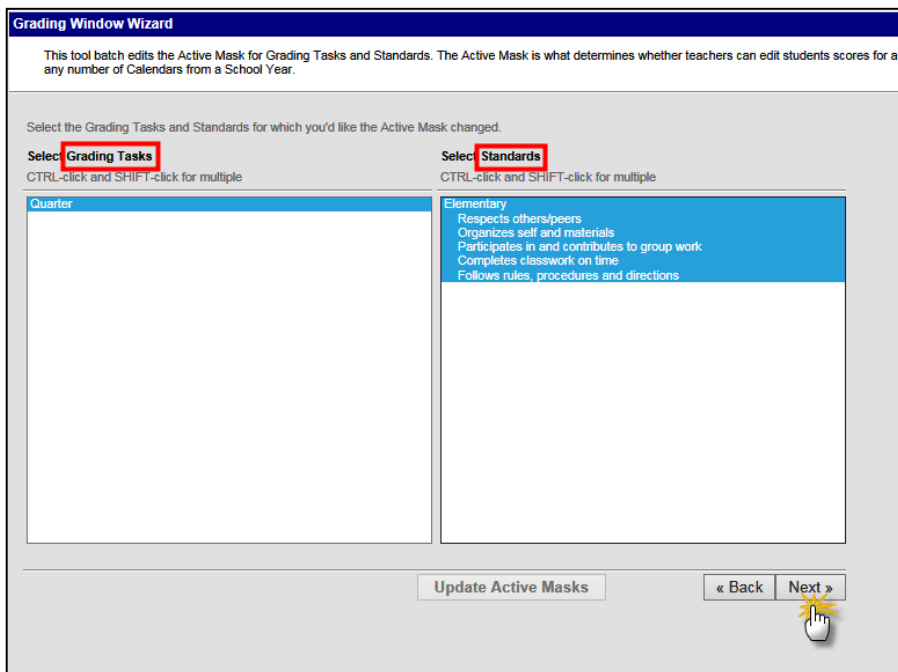
Click **Next**.



The screenshot shows the 'Grading Window Wizard' window. At the top, a blue header bar contains the title 'Grading Window Wizard'. Below it, a text box explains: 'This tool batch edits the Active Mask for Grading Tasks and Standards. The Active Mask is what determines whether to pick any number of Calendars from a School Year.' The main area has two sections. The first, 'Select School Year', has a dropdown menu showing '15-16'. The second, 'Select Calendars', has a list box with '15-16 Eastgate School' selected. At the bottom, there are three buttons: 'Update Active Masks', '< Back', and 'Next >'. A mouse cursor is clicking the 'Next >' button.

Select the *Grading Task(s)* and *Standards* to open.

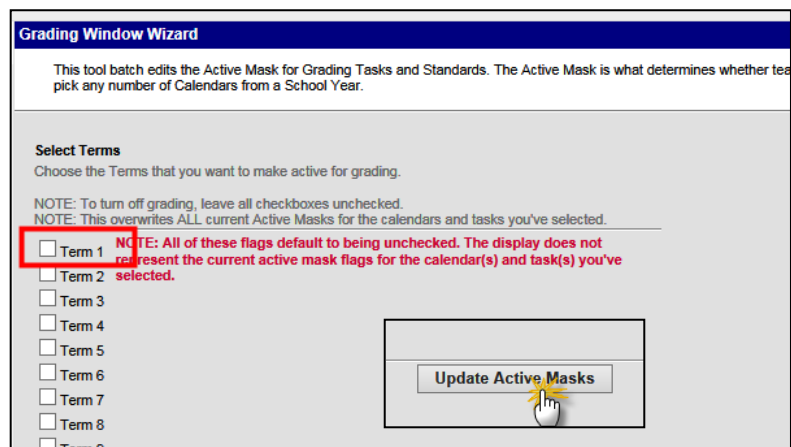
Click **Next**.



The screenshot shows the 'Grading Window Wizard' window at the second step. The header and introductory text are the same. The main area has two columns. The left column, 'Select: Grading Tasks', has a list box with 'Quarter' selected. The right column, 'Select: Standards', has a list box with 'Elementary' selected. Below the list boxes, there are three buttons: 'Update Active Masks', '< Back', and 'Next >'. A mouse cursor is clicking the 'Next >' button.

Un-check the *Term(s)* to close.

Click **Update Active Masks**.



The screenshot shows the 'Grading Window Wizard' window at the third step. The header and introductory text are the same. The main area has a section titled 'Select Terms' with the instruction 'Choose the Terms that you want to make active for grading.' Below this, there is a note: 'NOTE: To turn off grading, leave all checkboxes unchecked. NOTE: This overwrites ALL current Active Masks for the calendars and tasks you've selected.' A list of terms from 'Term 1' to 'Term 9' is shown, each with an unchecked checkbox. At the bottom right, there is a button labeled 'Update Active Masks'. A mouse cursor is clicking the 'Update Active Masks' button.